

# Abdelsalam Mohamed Mohamed

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(Fleet Operations Supervisor • Project Coordinator • Follow-up Manager)

Location: Riyadh, Saudi Arabia

Mobile: 0590528220

Email: Abdelsalamgalal7@gmail.com

Married, 35 y

## Professional Summary

Extensive experience in fleet operations management, coordination, and continuous follow-up with projects to ensure optimal operational results. Proficient in all government and service systems related to fleet management, such as: Etimad (for government tenders), Tamm, Naql, Bayan, Tracking, Fuel Systems, Najm. Strong background in project management and data analysis, supporting decision-making and improving operational efficiency.

## Skills

- Fleet Operations Management
- Project Coordination & Supervision
- Government Claims & Tenders (Etimad)
- Excavation Plans & Permit Issuance
- ERP Systems (Odoo)
- Excel & Data Analysis
- Microsoft Office (Excel, Word, PowerPoint)
- Strong Communication & Leadership Skills
- Native Arabic, Excellent English

## Languages

- Arabic: Native
- English: Good

## Work Experience

Arabian Gulf Company for Maintenance, Contracting, and Sister Companies

- 2019 – Present

- Fleet Operations & Support Services Supervisor

- Managed fleet operations and support services.
- Coordinated and followed up with projects to achieve optimal operational results.
- Handled all government and service systems related to fleet management, including: Tamm, Naql, Bayan, Tracking, Fuel Systems, Najm.

Arabian Gulf Company for Maintenance & Contracting

- 2017 – 2019
- Follow-up Manager for Lighting Projects (West Riyadh & South Riyadh)

- Managed project progress and ensured compliance with timelines.
- Liaised with the Riyadh Municipality as the project owner.

Arabian Gulf Company for Maintenance & Contracting

- 2016 – 2017
- Project Coordinator – West Riyadh Lighting Project

- Coordinated project activities and permits.
- Managed site operations and documentation.

Egyptian Armed Forces

- 2013 – 2015
- Reserve Officer

## **Education & Qualifications**

- Bachelor's Degree in Physical Education
- Project Management Professional (PMP) Course
- English Language: Good proficiency
- ERP Systems (Odoo)
- Excel & Data Analysis Course
- Microsoft Office (Excel, Word, PowerPoint) – Excellent Proficiency
- Introductory Studies in Business Administration